

Office of Selectmen

**Post Office Box 139
Moultonborough, N.H. 03254
(603) 476-2347**

STATEMENT OF POLICY

No. 24

CONTINUING EDUCATION TUITION REIMBURSEMENT

I. PURPOSE.

Employees of the Town of Moultonborough are encouraged to further their education and training within their field of employment by the Town of Moultonborough. To that end, the Board of Selectmen institutes this policy in order to assist those employees who choose to take training related to their work.

II. REIMBURSEMENT CRITERIA:

1. The Board of Selectmen has as its limit Continuing Education Reimbursement in the dollar amount appropriated in the Annual Budget each year. The Board of Selectmen shall not carry-over funds from one year to the next. The Board of Selectmen shall not transfer funds from any other line to this activity.
2. To receive consideration for reimbursement, the student-employee may not be in a probationary status.
3. To receive consideration for reimbursement, course selections must receive pre-approval (before classes begin) by the Board of Selectmen upon the recommendation of the student-employee's department supervisor.
4. The form of request for Continuing Education Tuition Reimbursement consideration shall be a letter to the Board of Selectmen that includes the student-employee's request supporting the relevance of the course work to the employee's position, sufficient information to identify the course work content and the instruction providing that course work and the anticipated date of completion. The letter should provide after the student-employee's signature a simple concurrence statement signed and dated by the student-employee's department supervisor.
5. Reimbursement will only occur after the successful completion of accredited courses offered by universities, colleges or vocational technical training providers accredited by the appropriate body and recognized by the State of New Hampshire. The student-employee may attend classes to complete course work, complete course work by correspondence, or complete course work through on-line offerings. The student-employee must provide proof of completion in the form of a completion certificate or grade report provided by the educational provider.
6. To receive reimbursement, the student-employee must achieve at least a grade of '2.0', 'C', 'Satisfactory' or equivalent for the course work completed.

7. To provide the maximum availability and opportunity for this Policy to student-employees, the Board of Selectmen imposes the following limits on reimbursement.
 - a. Reimbursement at 75% of tuition cost to a five hundred dollars (\$500.00) maximum per course
 - b. Two (2) courses and not more than one thousand dollars (\$1,000.00) in any twelve month period.
 - c. A lifetime total reimbursement limit to any employee of ten thousand dollars (\$10,000.00).
 - d. Consideration given to requests received between 45 and 75 days prior to the start of the traditional spring and fall semester.
 8. This Policy shall include any course that a student-employee began after January 1, 2006. The Board of Selectmen waives the requirement for pre-approval for course work begun between January 1, 2006, and the Date of Adoption below. The Board of Selectmen does not waive the recommendation of the student-employee's supervisor or any other requirement herein contained.
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Date of Adoption:
April 20, 2006

Karel A. Crawford, Chairman
Edward J. Charest
Ernest E. Davis, Jr.
James F. Gray
Joel R. Mudgett
BOARD OF SELECTMEN